



# CHECKLIST FOR:

## LAKE COUNTY SUBDIVISION EXEMPTION CLAIM APPLICATIONS

This checklist is to assure your application is complete so it can be processed promptly. Please use the check boxes next to each item. You will be notified within 5 working days if any key elements are missing. Be reminded that additional information may be required as the application goes through the review process.

You are welcome to schedule an **Informal Project Preview** with the Planning Department staff prior to submitting an application. This is a free service to ensure projects go as smoothly as possible from the beginning. We are more than happy to discuss your project and provide feedback!

Submit the checklist, application materials (**5 copies**) and fee to:

Lake County Planning Department  
106 4<sup>th</sup> Avenue East  
Polson MT 59860

Phone 406.883.7235  
FAX 406.883.7205  
Email [planning@lakemt.gov](mailto:planning@lakemt.gov)

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Please check that you have completed the following:

- ☐ \$75 Fee To Lake County Planning Department
  - ☐ Property Owner Contact Information And Occupation
  - ☐ Surveyor/Representative Contact Information
  - ☐ Property Descriptions
  - ☐ Information On Application Form About The Requested Exemption – Fill In All Applicable Portions
  - ☐ Copies Of Recorded Deeds Documenting Present Ownership In Affected Parcels
  - ☐ Copies Of All Deeds, Contracts, Restrictions, And Covenants Related To This Property Recorded Or Entered Into Within The Past Year
  - ☐ Proof Of Relationship (For Family Transfer Exemptions)
  - ☐ Site Plan Or Draft Survey
  - ☐ For Divisions That Will Not Require A Survey, Copies Of Proposed Deeds For Exchange Of Ownership
  - ☐ Copies Of Existing And Proposed Deed Restrictions Or Covenants, If Any
  - ☐ Documentation In Support Of The Sanitation Exemption(s), If Applicable (See Attached Sheets)
  - ☐ Copies Of Any Applicable Permits For The Development On The Property
  - ☐ Signed Acknowledgements
  - ☐ Be Sure To Submit The Signed Original Plus 4 Copies Of The Above (5 Total)
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See the department webpage for regulations and other information:  
[www.lakecounty-mt.org/planning](http://www.lakecounty-mt.org/planning)

**AN OVERVIEW OF THE PROCESS IS ON THE FOLLOWING PAGE.**

## Overview of Exemption Process:

This sheet is intended to give an overview of the process Lake County uses to ensure certain **exempt divisions** of land comply with Section III of the Lake County Subdivision Regulations (Resolution #10-15) and the Montana Subdivision and Platting Act (MCA 76-3).

On July 2, 2013, the Board of Lake County Commissioners decided on procedural changes to the exemption review process. Through these changes, the committee known as the Exemption Review Committee was rescinded. However, the “designated agents”, still comprised of the county officials described by Chapter III of the subdivision regulations (County Attorney, Clerk & Recorder, Sanitarian, Treasurer, and subdivision administrator), must still perform the functions outlined by the subdivision regulations, as applicable. For most exemptions, the revised process is standard and follows the following basic steps, while family transfer applications require special considerations per the subdivision regulations, as described specifically below.

The following process is to be followed for exemption applications:

1. Exemption Claim Application is submitted to the Lake County Planning Department.
2. Lake County Planning Department distributes applications to designated agents of the governing body. Transmittals of family transfer applications clearly state they are family transfer applications.
3. Subdivision administrator obtains comments from the designated agents of the governing body.
  - a. For family transfers:
    - i. Lake County Planning Department sets meeting with applicants/agents and designated agents of the governing body per III.D.2.b of the subdivision regulations to discuss the use of the exemption.
    - ii. Lake County Planning Department notifies applicants and agents before meeting of criteria and/or concerns so additional documentation can be brought to the meeting.
    - iii. The applicants meet with the subdivision administrator/designated agents to discuss the use of the exemption, the application, any determinations of the designated agents, and how the exemption appears to fit with the regulations and the evasion criteria.
4. Lake County Planning Department notifies the applicants of the determinations of the designated agents and issues Lake County’s decision to approve or deny the proposed exemption. Any denial includes description of appeal process.
5. Any appeal is set with the Board of Lake County Commissioners in accordance with Chapter III of the subdivision regulations.

### Notes:

- 1) In all instances, Lake County will comply with time requirements in regulations.
- 2) Designated agents will only be responsible for making determinations as to the parts of the application that relate to each individual’s position.
- 3) For all exemptions, landowners or their agents are encouraged to meet with the subdivision administrator to discuss whether a proposed land division or use of an exemption is in compliance with the regulations.



## EXEMPTION CLAIM APPLICATION BOUNDARY LINE ADJUSTMENT/ AGGREGATION LAKE COUNTY, MT

Attach a check payable to the Lake County Planning Department for **\$75.00** and submit the application materials (Original, plus 4 copies; **5 total**) to the Lake County Planning Department, 106 Fourth Avenue East, Polson, MT, 59860.

### 1. Property owner(s):

(If more than 2, please attach additional sheets)

- a. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_
- b. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Surveyor/Representative:

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Parcel Description(s) of Existing Tract(s):

(If more than 2, please attach additional sheets)

- a. Address: \_\_\_\_\_  
Tax ID Number: \_\_\_\_\_ Geocode: \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Other legal description: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Subdistrict/Density designation: \_\_\_\_\_  
How and when the parcel was created (example: Occasional Sale COS 999, 10/3/92):  
\_\_\_\_\_  
\_\_\_\_\_
- b. Address: \_\_\_\_\_  
Tax ID Number: \_\_\_\_\_ Geocode: \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Other legal description: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Subdistrict/Density designation: \_\_\_\_\_  
How and when the existing parcel was created (example: Occasional Sale COS 999, 10/3/92):  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Proposed Exemption(s):

This application is used for proposals to relocate common boundaries between adjoining properties, and/or the aggregation of lots. Please indicate which exemptions apply to this proposal by checking the appropriate box(es):

- ☐ A division made outside of platted subdivisions for the purpose of relocating common boundary line(s) between adjoining properties. [76-3-207(1)(a), MCA, and III.D.1 of the Lake County Subdivision Regulations]
- ☐ For five or fewer lots within a platted subdivision, the relocation of common boundaries. [76-3-207(1)(d), MCA, and III.D.4 of the Lake County Subdivision Regulations]
- ☐ A division made for the purpose of relocating a common boundary line between a single lot within a platted subdivision and adjoining land outside a platted subdivision. A restriction or requirement on the original platted lot or original unplatted parcel continues to apply to those areas. [76-3-207(1)(e), MCA, and III.D.4 of the Lake County Subdivision Regulations]
- ☐ Aggregation of parcels or lots when a certificate of survey or subdivision plat shows that the boundaries of the original parcels have been eliminated and the boundaries of a larger aggregate parcel are established. A restriction or requirement on the original platted lot or original unplatted parcel continues to apply to those areas. [76-3-207(1)(f), MCA, and III.D.5 of the Lake County Subdivision Regulations]

a. Reasons/justification for use of the exemption:

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c. Intentions for uses of the property (List or discuss the property owners' intentions for the use of each resulting parcel. For example, will the parcel(s) be used for agriculture, commercial, residences, etc.):

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d. Intentions for disposition (For example, is the intent to correct a building or fence encroachment, to bring the property into compliance with zoning regulations, to prepare tracts for sale, etc.):

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## 5. Required attachments:

Submit the original, signed application, along with four additional copies of the completed application and the information listed below.

- a. Copies of recorded deeds documenting present ownership in affected parcels.
- b. Copies of all deeds, contracts, restrictions, and covenants related to this property recorded or entered into within the past year.
- c. Site plan (or draft certificate of survey or subdivision/amended plat) showing the approximate gross and net lot sizes (in acreage or square feet), proposed property lines, and all existing and proposed structures. If parcel is in a local zoning district, the site plan should also identify property line setbacks, impervious surface coverage, slopes >25%, and any other information necessary to demonstrate compliance with the zoning district regulations.
- e. Copies of existing and proposed deed restrictions or covenants, if any.
- f. All documentation in support of the sanitation exemption(s), if applicable (see attached sheets).

- g. Copies of any existing permits for the development on the property (zoning conformance, floodplain, sanitation, etc.), as applicable.

## 6. Acknowledgments:

I/We, the undersigned landowner(s) and exemption claimant(s) understand that the State of Montana provides that certain divisions of land, which would otherwise constitute subdivisions, are exempt from local subdivision review and approval, unless the transactions are an attempt to evade the Montana Subdivision and Platting Act or local subdivision regulations.

I/We affirm that this exemption claim is not an attempt to evade the Montana Subdivision and Platting Act or the Lake County Subdivision Regulations.

I/We recognize that I/We may be subject to penalties if my actions are deemed to be an effort to evade subdivision review, as set forth in Montana law:

- 76-3-301(3), MCA: If transfers not in accordance with the Montana Subdivision and Platting Act are made, the County Attorney shall commence action to enjoin further sales or transfers and complete compliance with all provision of the Montana Subdivision and Platting Act. The cost of such action shall be imposed against the party not prevailing.
- Violations: Any person who violates any provision of the Montana Subdivision and Platting Act or any local regulations adopted pursuant thereto shall be guilty of a misdemeanor and punishable by a fine of not less than \$100 or more than \$500 or by imprisonment in a county jail for not more than 3 months or by both fine and imprisonment. Each sale, lease, or transfer of each separate parcel of land in violation of any provision of this chapter or any local regulation adopted pursuant thereto shall be deemed a separate and distinct offense.
- I/We also recognize that making false statements on this form could subject me to criminal prosecution for False Swearing (per MCA 45-7-202) and Perjury (per MCA 45-7-201).
- I/We also recognize that per 45-7-203(1), MCA (Unsworn falsification to authorities), A person commits an offense under 45-7-203 if, with the purpose to mislead a public servant in performing an official function, the person:
  - (a) makes any written false statement that the person does not believe to be true;
  - (b) purposely creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements from being misleading;
  - (c) submits or invites reliance on any writing that the person knows to be forged, altered, or otherwise lacking in authenticity; or
  - (d) submits or invites reliance on any sample, specimen, map, boundary mark, or other object that the person knows to be false.

## 7. Signatures:

I/We, as Claimant(s), has/have read the foregoing Exemption Claim Application, and affirm that my/our statements and information are true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Property owner's/Claimant's signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Property owner's/Claimant's signature

Date: \_\_\_\_\_

## Sanitation Exclusions for Exemption Claim Applications

The Exemption Claim Applications require that this form be attached if an exclusion from sanitation review is being proposed. Please indicate on this form which sanitation exclusion(s) is/are being proposed and for which parcel. Also, attach supporting pertinent information for each exemption used such as:

- > Copy of a Lake County Wastewater Treatment System permit for any existing wastewater treatment system
- > Copy of a Certificate of Subdivision Approval for the property
- > Copy of a Removal of Sanitary Restriction for the property

The above information and/or assistance with completing this form may be obtained from the Lake County Environmental Health Department, 406-883-7236, [envhealth@lakemt.gov](mailto:envhealth@lakemt.gov), or 106 4th Avenue East, Polson MT 59860.

### **FOR PARCELS ≥20 ACRES EXCLUSIVE OF PUBLIC ROADWAYS:**

For parcels ≥ 20 acres, exclusive of public roadways, and exempt from MCA 76-3 Subdivision and Platting Act:

- ☐ **Tract/Lot/Parcel(s)**\_\_\_\_\_ is 20 acres or greater, exclusive of public roadways, and is therefore not subject to sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-102 (16).

***NOTE: For creation of agricultural tracts ≥20 acres, do not include a sanitation exclusion on the survey.***

### **FOR PARCELS < 20 ACRES EXCLUSIVE OF PUBLIC ROADWAYS:**

- ☐ **Tract/Lot/Parcel** is exempt from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-111 as a condominium constructed on land divided in compliance with the Montana Subdivision and Platting Act and Sanitation in Subdivision Act or has previously been reviewed under either department requirements or local health requirements and received approval for a given number of living units for rental or lease, the construction of the same or a fewer number of condominium units on that parcel and no new extension of a public water supply system or extension of a public sewage system is required.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the division is created by order of a court of record in this state or by operation of law or that in absence of agreement between the parties to the sale, could be created by an order of a court in this state pursuant to the law of eminent domain, Title 70, chapter 30.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the division is created to provide security for construction mortgages, liens, or trust indentures for the purpose of construction, improvements to the land being divided, or refinancing purposes.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the division creates an interest in oil, gas, minerals, or water that is severed from the surface ownership of real property.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the division creates cemetery lots.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the division is created by the reservation of a life estate.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the division is created by lease or rental for farming and agricultural purposes.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the division is in a location over which the state does not have jurisdiction.

- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the division is created for rights-of-way or utility sites. A subsequent change in the use of the land to a residential, commercial, or industrial use is subject to the requirements of Title 76.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (a) as the sale, rent, lease or other conveyance of one or more parts of a building, structure, or other improvements, whether existing or proposed, is not a division of land.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (b) as the division is made for the purpose of acquiring additional land to become part of an approved parcel, provided that water or sewer disposal facilities may not be constructed on the additional acquired parcel and that the division does not fall within a previously platted or approved subdivision. *(Note: it may be preferable to use ARM 17.36.605(2)(b) for parcels with a previous approval – see below.)*
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (d) as the division is located within jurisdictional areas that have adopted growth policies pursuant to Title 76, Chapter 1 M.C.A. or is within a first-class or second class municipalities for which the governing body certifies, pursuant to 76-4-127 M.C.A., that adequate storm water drainage and adequate municipal facilities will be provided. *(Note Municipal Facilities Exclusion Checklist must be reviewed and approved by the Montana Department of Environmental Quality, and the original approval letter from MDEQ must be filed with the survey.)*
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (e) (i) as a remainder of an original tract created by segregating a parcel from the tract for purposes of transfer because the remainder is served by public or multiple-user sewage system approved before January 1, 1997, pursuant to local regulations or M.C.A. Title 76, Chapter 4.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to M.C.A. 76-4-125 (2) (e) (ii) as a remainder of an original tract created by segregating a parcel from the tract for purposes of transfer because the remainder is 1 acre or larger and has an individual sewage system serving a discharge source that was in existence prior to April 29, 1993, and if required when installed, was approved pursuant to local regulations or M.C.A. Title 76, Chapter 4.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to ARM 17.36.605 (2) (a) as a parcel that has no existing facilities for water supply, wastewater disposal, storm drainage or solid waste disposal, if no new facilities will be constructed on the parcel.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to ARM 17.36.605 (2) (b) as a parcel that has a previous approval issued under Title 76, chapter 4, part 1, M.C.A. if: (i) no facilities other than those previously approved exist or will be constructed on the parcel; and (ii) the division of land will not cause approved facilities to deviate from the conditions of approval, in violation of 76-4-130, MCA;
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to ARM 17.36.605(2)(c) as a parcel that has facilities for water supply, wastewater disposal, storm drainage, or solid waste disposal that were not subject to review, and have not been reviewed, under Title 76, chapter 4, part 1, MCA, if: (i) no new facilities will be constructed on the parcel; (ii) the number of developed parcels is not increased; (iii) existing facilities complied with state and local laws and regulations, including permit requirements, which were applicable at the time of installation; and (iv) the local health officer determines that existing facilities are adequate for the existing use. As a condition of the exemption, the local health officer may require evidence that: (A) existing septic tanks have been pumped within the previous three years; and (B) the parcel includes acreage or features sufficient to accommodate a replacement drainfield.
- ☐ **Tract/Lot/Parcel** is excluded from sanitation review by the Department of Environmental Quality pursuant to ARM 17.36.605(3) as an aggregation of parcels, except that an aggregation is subject to review under 76-4-130, MCA, if any parcel included in the aggregation has a previous approval issued under Title 76, chapter 4, part 1, MCA.